

Artwork Preparation Checklist

Custom Packaging Pre-Flight Guide

Template & Setup

- ☐ Artwork is built on the manufacturer-provided template
- ☐ Template is in a separate layer (not embedded in artwork)
- ☐ Correct bleeds are provided, according to template specifications
- ☐ Artwork orientation matches the finished box construction
- ☐ Critical elements (text, logos) are kept within the safe zone

Fonts

- ☐ Fonts are converted to outlines (text will not be editable)
- ☐ OR: Font files are included in the package
- ☐ OR: Fonts are embedded in PDFs (for PDF submission)

Images & Links

- ☐ All linked images are included or embedded in file
- ☐ Images are at least 300 DPI at actual size
- ☐ Image files are in CMYK color mode

Color & Effects

- ☐ Files are set up in CMYK color space
- ☐ Spot Pantone colors are clearly indicated if required
- ☐ Transparency effects are flattened
- ☐ Special finished (embossing, foil, etc.) are on separate layers and labeled

File Delivery

- ☐ All non-printing elements (guides, notes) are removed or on separate layer
- ☐ Files are properly named and organized
- ☐ If using Adobe CC: Files are packaged (File > Package) with all links and fonts
- ☐ Special instructions or notes are included in writing